

Concise Statement of Material Facts

- STEP 1.** Click on **Adversary** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices/Miscellaneous**.
- STEP 3.** The **Case Number** screen displays.
- Insert the Adversary number using the YY-NNNN format.
 - Click **Next**.
- STEP 4.** Confirm the Parties' names and Adversary number are correct.
- Select **Concise Statement of Material Facts** from the event list.
 - Click **Next**.
- STEP 5.** The **Party Filer** screen displays.
- Select the party filer.
 - Click **Next**.
- STEP 6.** **Does this Request Reference a Filed Document? y or n:** question displays.
- The default is **y**; accept the default.
 - Click **Next**.
- STEP 7.** Select the category to which your event relates (**required**).
- Enter the filed date of the related event (**optional**)
- OR
- Enter the document number of the related event (**optional**).
 - Click **Next**.
- STEP 8.** Select the appropriate event(s) to which your event relates.
- Mark the box that corresponds to the appropriate document.
 - Click **Browse** to select the appropriate PDF to attach.
 - Click **Next**.

STEP 9. The **Docket Text: Modify as Appropriate** screen displays.

- Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- Click **Next**.

STEP 10. The **Docket Text: Final Text** screen displays.

- Confirm the docket text is correct.
- Click **Next**.

STEP 11. The **Notice of Electronic Filing** screen displays.